

MEMORANDUM FOR: *Executive Director*



*Per your request we will
number all paragraphs in reports
sequentially. Attached is copy
of instructions to Division.*

[Signature]
[Signature]

Declass Review
by NIMA/DOD

(DATE)

SECRET

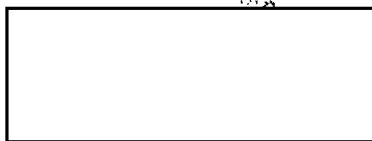
IEG-175/70
4 June 1970

IEG REPORTING GUIDELINE NO. 23

Numbering Paragraphs in Reports

1. Effective immediately, all reports produced in IEG will have paragraph numbers. The paragraphs will be numbered sequentially, the first being Arabic numeral 1., and all subsequent paragraphs being 2., 3., and so on irrespective of subtitles such as Abstract, Introduction, Basic Description, etc.

2. Camera-ready reports which are typed in final form in IEG will adhere to the following indenture procedure: Paragraphs will be indented five spaces from the left margin. The paragraph number will be typed in the sixth (and seventh if over 9) space and followed by a period. Third space after the period begin the first letter of the first word of the paragraph.



Chief, Imagery Exploitation Group
NPIC

25X

SECRET

FROM <i>C/IEG</i>			DATE <i>27 May 76</i>	
TO		INITIALS	DATE	REMARKS
DIRECTOR				<i>A-2</i> <i>THIS REPLIES</i> <i>TO A QUESTION</i> <i>YOU PUT TO CH/IEG</i> <i>28 APRIL AND RE-</i> <i>MINDLED HIM AB-</i> <i>OUT THE OTHER</i> <i>DAY (SEE ATT-</i> <i>ACHED STATUS -</i> <i>OF - ACTIONS CARD).</i>
DEP/DIRECTOR				
EXEC/DIRECTOR	<i>2</i>	<i>H</i>	<i>5/28</i>	
SPECIAL ASST	<i>1</i>			
ASST TO DIR	<i>A</i>	<i>MC</i>	<i>5/28</i>	
ASST TO DEP/DIR				
CH/PPBS				
DEP CH/PPBS				
EO/PPBS				
CH/IEG				
DEP CH/IEG				
EO/IEG				
CH/PSG				
DEP CH/PSG				
EO/PSG				
CH/TSSG				
DEP CH/TSSG				
EO/TSSG				
CH/SSD/TSSG				
PERSONNEL				
LOGISTICS				
TRAINING				
RECORDS MGT				
SECURITY				
FINANCE				
DIR/IAS/DDI				
CH/DIAXX-4				
CH/DIAAP-9				

SECRET

SPEED LETTER		REPLY REQUESTED		DATE
		<input type="checkbox"/> YES	<input type="checkbox"/> NO	25 May 1970
TO : Executive Director, NPIC <i>H</i>		FROM: Chief, Imagery Exploitation Group		
ATTN:				
SUBJECT: Numbered Paragraphs in Reports				
<p>In reply to your query about possible advantages of numbered paragraphs in reports, our investigation indicates they should not be numbered--for the following reasons:</p> <ol style="list-style-type: none"> 1. We seldom, if ever, refer to previous paragraphs in the same report or to information in previous reports. (Update briefs refer to entire reports.) Occasionally we have to publish an erratum to a report. In an erratum, we refer to the previous report by page number and section title, and, when necessary, by paragraph. Many of the errors, however, pertain to tabular or reference information. Numbered paragraphs would not be of value in such an erratum. 2. Our paragraphs do not always adhere to the general topic sentence development rule. We try to avoid long paragraphs even if this means continuing an idea or description to one or more paragraphs. Numbered paragraphs would therefore not indicate an itemization of topics as some readers might 				
REPLY		SIGNATURE		
		DATE		
<p>think. Numbered paragraphs in our memos generally signal a break in idea or topic.</p> <ol style="list-style-type: none"> 3. Tables are often inserted between paragraphs. Confusion might result between the paragraph numbering system and the table numbering system. 4. The visual effect of main headings and subheadings used throughout our reports--and real aids to the reader--might be weakened by numbered paragraphs. 				
<div style="border: 1px solid black; width: 200px; height: 50px; margin: 0 auto;"></div>				

SECRET

28 May 70

Ch, IEG -

- I confess that I find the comments on "numbering paragraphs" ingrown in perspective.

- let us begin numbering paragraphs for the benefit of other analysts elsewhere who wish to talk to each other (or to us).

- Continue to use subheadings, and especially use them when there is a change in topic.



25X

Comments

OK

Approved For Release 2004/02/11 : CIA-RDP78B05703A000100020013-9
CENTER ROUTING SLIP

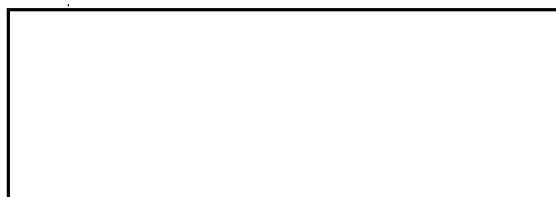
FROM		NPIC/ODIR 6-N-212		DATE 25 MAY 1970	
TO		INITIALS	DATE	REMARKS	
DIRECTOR					
DEP/DIRECTOR					
EXEC/DIRECTOR					
SPECIAL ASST					
ASST TO DIR					
HISTORIAN					
CH/PPBS					
DEP CH/PPBS					
EO/PPBS					
CH/IEG		1.	27		
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EO/IEG					
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TRAINING					
RECORDS MGT					
SECURITY					
FINANCE					
DIR/IAS/DDI					
CH/DIAXX-4					
CH/DIAAP-9					
CH/SPAD					

SEC

25 May 70

Ch, IEG -

I asked some weeks ago
if it would be useful to
number all paragraphs
in our published reports?
Well?



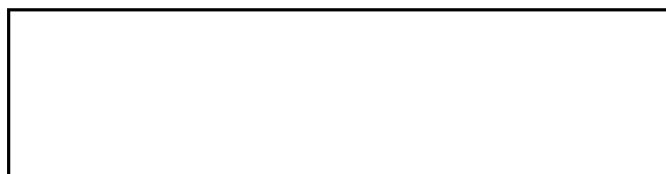
25X

28 Apr 70

Ch, IEG

Re BIIR on Tyuratam LOX
Plant, Apr 70 :

- A fine Basic Report, like several others I've seen recently.
- Watch those long paragraphs.
- Query: Would it not help both us and the customer to ~~number~~ number all paragraphs -- starting with the Abstract as #1 and following right on through?



25

25X1

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[REDACTED]
27 May 1970

copy 2

MEMORANDUM FOR: Chairman, EXSUBCOM

SUBJECT : Evaluation of Second and Third Generation Reproductions

1. Pursuant to your request, the Center undertook to perform an objective evaluation of selected frames of photography from Mission [REDACTED] which had been reproduced from both the original negative of that mission and a duplicate negative of that mission.

2. A preliminary study of these reproductions indicates that such an evaluation would be inconclusive and invalid for the following reasons:

a. Forty percent of the material supplied is obscured by clouds and a large portion of the remainder is affected by haze. These atmospheric conditions degrade the resolution of the materials to the point where reproduction variations are irrelevant.

b. None of the imagery supplied is as good as the best imagery of [REDACTED]

c. Resolution target coverage from Mission [REDACTED] was not included in the imagery furnished. Thus, quantitative determinations were not allowed.

3. Based upon this preliminary study, NPIC feels that no valid conclusions will result from either a detailed technical (objective) or photographic interpreter (subjective) evaluation. As a result, we do not plan to conduct any further studies on these materials.

[REDACTED]
NPIC Representative
EXSUBCOM

Distribution:

- copy 1 - Chm/EXSUBCOM
2 - NPIC/ODIR
3 - NPIC/TSSG
4 - NPIC/IEG
5 - NPIC/PSG
6 - NPIC/PPBS

GROUP 1
Excluded from automatic
downgrading and
declassification

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3 June 70

Ch, IEG -

Re PI Note -- "Construction
Activity - Wadi Seidaz Airfield,
Sudan":

- Nicely done -- appropriate
to the PI Note form.
- One suggestion: in para 2,
we should have worded the
phrase: "... but five BADGER
were identified in photograph
at this air field on [redacted]
[redacted]
- One must: re para. 4,
please do not use the
word "collateral". If
it was a clandestine source,
say so.

~~Suspense to May~~

28 Apr 70

Reports: 1

Ch, IEG

75

Re BIR on Tyuratam LOX
Plant, Apr 70 :

- A Fine Basic Report, like several others I've seen recently.
- Watch those long paragraphs.
- Query: Would it not help both us and the customer to number number all paragraphs -- starting with the Abstract as #1 and following right on through?

25

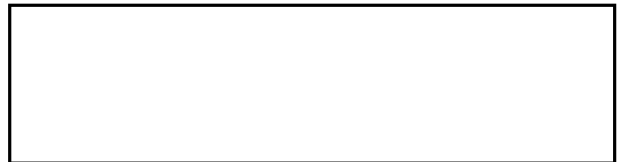


706
28 May 70

M

Ch, IEG -

- I confess that I find the comments on "numbering paragraphs" incorrect in perspective.
- let us begin numbering paragraphs for the benefit of other analysts elsewhere who wish to talk to each other (or to us).
- Continue to use subheadings and especially use them when there is a change in topic.



25

SECRET

SPEED LETTER		REPLY REQUESTED		DATE
		<input type="checkbox"/> YES	<input type="checkbox"/> NO	25 May 1970
TO : Executive Director, NPIC ATTN:		FROM: Chief, Imagery Exploitation Group		LETTER NO.
				IEG-162/70
<p>SUBJECT: Numbered Paragraphs in Reports</p> <p>In reply to your query about possible advantages of numbered paragraphs in reports, our investigation indicates they should not be numbered--for the following reasons:</p> <ol style="list-style-type: none"> 1. We seldom, if ever, refer to previous paragraphs in the same report or to information in previous reports. (Update briefs refer to entire reports.) Occasionally we have to publish an erratum to a report. In an erratum, we refer to the previous report by page number and section title, and, when necessary, by paragraph. Many of the errors, however, pertain to tabular or reference information. Numbered paragraphs would not be of value in such an erratum. 2. Our paragraphs do not always adhere to the general topic sentence development rule. We try to avoid long paragraphs even if this means continuing an idea or description to one or more paragraphs. Numbered paragraphs would therefore not indicate an itemization of topics as some readers might <p style="text-align: right;">SIGNATURE</p>				
REPLY				DATE
<p>think. Numbered paragraphs in our memos generally signal a break in idea or topic.</p> <ol style="list-style-type: none"> 3. Tables are often inserted between paragraphs. Confusion might result between the paragraph numbering system and the table numbering system. 4. The visual effect of main headings and subheadings used throughout our reports--and real aids to the reader--might be weakened by numbered paragraphs. <p style="text-align: right;">SIGNATURE</p>				

SECRET

FROM <i>OSR</i>			DATE <i>14 May</i>
TO	INITIALS	DATE	REMARKS
DIRECTOR			<p><u>AEM</u> —</p> <p>Send one copy each to IEG & PPBS with my notes.</p> <p><i>[Signature]</i></p>
DEP/DIRECTOR	<i>3</i>	<i>5/18</i>	
EXEC/DIRECTOR	<i>2</i>	<i>5/15</i>	
SPECIAL ASST	<i>1</i>	<i>5/14</i>	
ASST TO DIR	<i>4</i>	<i>TAC 6/2</i>	
HISTORIAN			
<i>File</i>	<i>5</i>		
CH/PPBS			
DEP CH/PPBS			
EO/PPBS			
CH/IEG			
DEP CH/IEG			
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PERSONNEL			
LOGISTICS			
TRAINING			
RECORDS MGT			
SECURITY			
FINANCE			
DIR/IAS/DDI			
CH/DIAXX-4			
CH/DIAAP-9			
CH/SPAD			

MEMORANDUM FOR: *Ch - L*

- OSR's input for the EXSUBCELL's revision of our reporting format.
- For your background, we'll have to go until we hear from EXSUBCELL.
- Some good ammo here for [redacted]

[redacted] has a 15 Nov

MEMORANDUM FOR:

- OSR's input to EXSUBCOM
review of our reporting
methods. IEG has a copy
- For your background
at this time, until we see
what comes out of EXSUB-
COM, but good input for

15 May
(DATE)

25X1

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Approved For Release 2004/02/11 : CIA-RDP78B05703A000100020013-9

Approved For Release 2004/02/11 : CIA-RDP78B05703A00010002001

MEMORANDUM FOR: [REDACTED] *15-518*

*Here's some OSR
views that will
be of interest to
you.*

Truce

(DATE)

Approved For Release 2004/02/11 : CIA-RDP78B05703A00010002001

13 May 1970

MEMORANDUM FOR: Chief, Reconnaissance Group, IRS

ATTENTION :

SUBJECT : Office of Strategic Research Comments
on NPIC 1st and 2nd Phase Mission Ex-
ploitation Products

1. The Office of Strategic Research has reviewed the current NPIC cable and hard copy mission exploitation products and offers the following comments and suggestions.

2. Considering their total volume, the OAK and OAK Supplement cables are of marginal value to OSR. The format of the header and the inherent difficulties in handling large volume cable transmissions result in an almost total reliance on the hard copy report. Even if the cable were extensively used, only parts I and II (mission highlights and significant results) are considered to be of value to this office. OSR would find it adequate if cable transmissions were limited to the preliminary OAK, the mission highlights for each IPIR, and readouts of targets where highly significant activity or change is noted. A suitable rule of thumb for deciding what to transmit would be for NPIC to cable only that information which would qualify for such treatment if a mission was not being processed.

3. Extensive use of the hard copy OAKS and OAK Supplements is made by OSR analysts. Due to the IPIR organization and the individual target format, however, these reports only partially satisfy the needs of the office. OSR requires a format that allows the mission readout to be readily utilized as a research tool. The distribution of daily supplements with

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✓
 apparently random target selection does not accomplish this end. A practice of publishing periodic supplements by target category and/or country would be desirable. These products would not necessarily have to be limited to only one mission but could include all significant data processed in a given period of time. Highlight and significant result sections similar to what is now produced would meet OSR needs. The "other results" and "identification only" targets could be entered directly into the NPIC data base and then be accounted for in a final cumulative index. In this index it would be useful to list the interpretability and coverage of this category readout in the columns listing the IPIR and page reference for other targets. A single letter code in each column would suffice.

Example:

Name	TYPE	IPIR/ Interp.	Page/ Coverage
Isakogorka Krug Fac.	NAC	G	C

4. The hard-copy format for individual targets is generally adequate with the following exceptions:

a. The dates of coverage should be moved from the target header and included with each frame line; the expanded photo reference now in use should be eliminated. Under the present system it is difficult for the reader to correlate dates of coverage, OB data and extent of coverage on any given day. A return to previous reporting practices would not only solve this problem but also reduce by an appreciable amount the number of pages in each document. It would be helpful to print definitions of standard frame line symbols inside of the back cover of each IPIR.

b. OSR requests that the WAC/PIC number and military region designator be included in each target header.

c. The choices available for the status of a target should be expanded to describe completed targets

where a lack of activity is not unexpected. STATIC is a suggested status for this type of target where current operational capability or occupancy cannot be determined from photography.

d. Provision should be made in the OB sections for functionalized readout of objects at military installations on which functionalized third phase reports have been published.

e. Target categories should be thoroughly reviewed so as to have readouts of similar targets grouped together in the OAKS and Supplements. One of the most confused groupings of categories is in the field of naval related installations where readouts can be found in a number of different sections of the IPIR.

Mission Indexes

The cumulative mission indexes should be continued and expanded to indicate interpretability and coverage of targets inserted directly into the NPIC data base.

IDO Report

The IDO report should be terminated. This data could be incorporated into the mission index.

Planning Staff, OSR

28 May 70

Ch, IEG

- Re "North Korean Air Force
Deception Techniques", PIR
of May 70:

- A useful, well-setup
report.

- But, are we not getting
tangled up in our use
of, and description of
the ^{hybrid} term "dummy/decoy"?

